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## COURT OR JURY SERVICE

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Purpose:

To establish University policy for employees called for court or jury service.

Scope:

Applies to all university personnel.

Responsible Party:

Human Resource Services, 426-1616

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## POLICY

### I. Policy Statement

The University encourages its employees and students to become civically engaged in their community. It appreciates that such civic engagement will require employees and students to appear in court or serve on juries. This policy is designed to provide guidelines that will allow employees and students to fulfill court and jury obligations.

### II. Overview

A. Participation in Court System Related to Official State Duty: When an employee is subpoenaed or required to appear at a judicial or administrative hearing as a witness in any capacity connected to an official state duty, he or she shall not be considered as absent from duty. The employee shall not be entitled to receive compensation from the court. Expenses (mileage, lodging, meals and miscellaneous expenses) incurred by the employee shall be reimbursed by his/her respective department in accordance with state travel regulations.

B. Participation in Court System Not Related to Official State Duty: When an employee is subpoenaed to appear as a witness in a capacity that has no connection with official state duty, or is required as a party to attend a judicial or administrative hearing in non-job related litigation, he/she shall be permitted to attend and shall be permitted to use accrued annual leave if requested by the employee. If no leave is requested, the employee shall be granted leave without pay. The employee shall be entitled to keep any fee and/or mileage reimbursement paid by the court.

C. Jury Duty: When an employee is summoned by proper judicial authority to serve on a jury, he/she shall be granted a leave of absence with pay for the time which otherwise the employee would have worked. The employee shall be entitled to keep fees and mileage reimbursements paid by the court in addition to salary. Expenses incurred in connection with this duty are not subject to reimbursement by the state.